


DD/A Registry  
File *Personnel-01*

DD/A 78-2600/6

25 September 1978

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

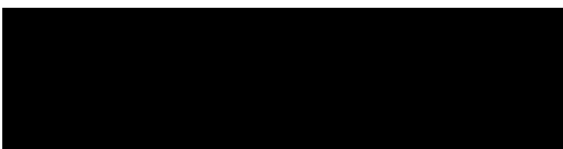
25X1A

FROM :   
Career Management Officer, DDA

SUBJECT : Inter-Directorate Rotational Program (U)

1. (U) Attached are the job descriptions for the Inter-Directorate Rotational Program. Please choose two persons from your Office for specific jobs on this list. Unfortunately, it is necessary to have a very short deadline. It is requested that the names of your personnel be submitted to the office of the CMO/DDA no later than close of business on 29 September 1978.

2. (U) Of the 18 names submitted for consideration, about seven will be chosen for submission to the Office of Personnel for inclusion in the program. Once these personnel for the program have been chosen by the DDA and the A/DDA, the home office of each will be asked to prepare a justification for the nomination.

 25X1A

Attachments

Distribution:

Orig - D/CO  
1 - cy ea addn'l adse  
1 - DDA subj  
1 - DDA chrono  
1 - CMO/DDA

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Approved For Release 2001/07/12 : CIA-RDP81-00142R000400060004-1

PERS

78-3530

DD/A Registry

File Pers - 1

DD/A 78-2600/10

7 November 1978

MEMORANDUM FOR: Director of Personnel

25X1A

FROM : [REDACTED]  
Career Management Officer, DDA

SUBJECT : DDA Personnel Rotation Program (U)

REFERENCE : Memo frm DD/A to DDA Office Directors  
dtd 15 Nov 76, Same Subj

(U) In accordance with paragraph 2 d of referenced memorandum, it is requested that you forward your 24-month report on [REDACTED] to the Associate Deputy Director for Administration by 1 December 1978. If you have any questions relative to this matter, please contact the undersigned on extension 4142.

25X1A

/s/

25X1A

Distribution:

Orig - Adse

1 - DDA subj

1 - DDA chrono

1 - A/DDA

1 - CMO/DDA

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E2 IMPDET CL BY 004171

DDA Registry  
File Pers - 1

DD/A 78-2600/8

16 OCT 1978

MEMORANDUM FOR: Director of Communications

25X1A

FROM : [REDACTED]  
Career Management Officer, DDA

SUBJECT : DDA Personnel Rotation Program (AIUO)

REFERENCE : Memo frm DD/A to DDA Office Directors dtd  
15 Nov 76, Same Subj

(U) In accordance with paragraph 2 d of referenced memorandum, it is requested that you forward your 24-month report on [REDACTED] to the Associate Deputy Director for Administration by 3 November 1978. If you have any questions relative to this matter, please contact the undersigned on extension 4142.

25X1A

[REDACTED]  
25X1A

Distribution:

Orig- Adse

- ① - DDA subj
- 1 - DDA chrono
- 1 - A/DDA
- 1 - CMO/DDA

DD/A 78-2600/8

16 OCT 1978

MEMORANDUM FOR: Director of Security

25X1A

FROM : [REDACTED]  
Career Management Officer, DDA

SUBJECT : DDA Personnel Rotation Program (AIUO)

REFERENCE : Memo frm DD/A to DDA Office Directors dtd  
15 Nov 76, Same Subj

25X1A

(U) In accordance with paragraph 2 d of referenced memorandum, it is requested that you forward your 24-month report on [REDACTED] to the Associate Deputy Director for Administration by 3 November 1978. If you have any questions relative to this matter, please contact the undersigned on extension 4142.

[REDACTED] 25X1A

Distribution:

Orig - Adse

1 - DDA subj

1 - DDA chrono

1 - A/DDA

1 - CMO/DDA

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DD/A Registry

File Personnel-1

DD/A 78-2600/5

12 SEP 1978

MEMORANDUM FOR: Director of Data Processing

25X1A FROM : [REDACTED]  
Career Management Officer, DDA

SUBJECT : DDA Personnel Rotation Program (AIUO)

REFERENCE : Memo frm DD/A to DDA Office Directors dtd  
15 Nov 76, Same Subj

25X1A (U) In accordance with paragraph 2 d of referenced memorandum, it is requested that you forward your 24-month report on [REDACTED] to the Associate Deputy Director for Administration by 2 October 1978. If you have any questions relative to this matter, please contact the undersigned on extension 4142.

[REDACTED] 25X1A

Distribution:

Orig - Adse  
① - DDA subj  
1 - DDA chrono  
1 - A/DDA  
1 - CMO/DDA

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E2 IMPDET CL BY 004171

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DD/A 78-2600/3

4 AUG 1978

MEMORANDUM FOR: Director of Security

FROM : Michael J. Malanick  
Associate Deputy Director for Administration25X1A SUBJECT : [REDACTED] Participation in the  
Senior Rotation Program (C)25X1A 1. (C) [REDACTED] will be completing his assignment  
to the Office of Training as a participant in this Directorate's  
Senior Rotation Program in October 1978.2. (C) At the Office Directors' Conference this past  
April, we discussed the need for proper and challenging  
assignments for these officers when they returned to their  
home offices upon completion of their tour of duty in the  
Program. It is requested that you notify me by 15 September  
of your reassignment plans for [REDACTED] when he returns  
to your Office. Please be specific and give the title and  
grade of position as well as detailed information including  
the description of duties and how his past experience with the  
Office of Training will be utilized. 25X1A3. (C) If you have any questions relative to this  
matter, please contact [REDACTED] the Career Management 25X1A  
Officer, DDA, on extension 4142.

7s/ Michael J. Malanick

Michael J. Malanick

25X1A cc: [REDACTED]

## Distribution:

Orig - Addressee  
1 - DDA subj  
1 - DDA chrono  
1 - DDA/CMO  
1 - MJM chrono

O/CMO/[REDACTED] pao (2 Aug 78)

25X1A

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DD/A 78-2600/2

4 AUG 1978

MEMORANDUM FOR: Director of Communications

FROM : Michael J. Malanick  
Associate Deputy Director for Administration

25X1A SUBJECT : [REDACTED] Participation in  
the Senior Rotation Program (C)

25X1A 1. (C) [REDACTED] will be completing his  
assignment to the Office of Security as a participant in  
this Directorate's Senior Rotation Program in October 1978.

2. (C) At the Office Directors' Conference this past  
April, we discussed the need for proper and challenging  
assignments for these officers when they returned to their  
home offices upon completion of their tour of duty in the  
Program. It is requested that you notify me by 15 September  
of your assignment plans for [REDACTED] when he returns  
to your Office. Please be specific and give the title and  
grade of position as well as detailed information including  
the description of duties and how his past experience with  
the Office of Security will be utilized.

25X1A

25X1A 3. (C) If you have any questions relative to this  
matter, please contact [REDACTED] the Career Manage-  
ment Officer, DDA, on extension 4142.

/s/ Michael J. Malanick

Michael J. Malanick

25X1A cc: [REDACTED]

Distribution:

Orig - Addressee  
1 - DDA Chrono  
✓ 1 - DDA Subject  
1 - DDA/CMO  
1 - MJM Chrono

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E2 IMPDET  
CL BY 004171

O/CMO/[REDACTED]:pao (2 Aug 78  
Retyped;se (3 Aug 78)

25X1A

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DD/A Registry  
File Pers-1

DD/A 78-2600/1

4 AUG 1978

MEMORANDUM FOR: Director of Data Processing

FROM : Michael J. Malanick  
Associate Deputy Director for Administration

SUBJECT : [REDACTED] Participation in the  
Senior Rotation Program (C)

25X1A

1. (C) [REDACTED] will be completing his assignment to the Office of Communications as a participant in this Directorate's Senior Rotation Program in October 1978.

25X1A

2. (C) At the Office Directors' Conference this past April, we discussed the need for proper and challenging assignments for these officers when they returned to their home offices upon completion of their tour of duty in the Program. It is requested that you notify me by 15 September of your reassignment plans for [REDACTED] when he returns to your Office. Please be specific and give the title and grade of position as well as detailed information including the description of duties and how his past experience with the Office of Communications will be utilized.

25X1A

DD/A Registry  
78-2600

3. (C) If you have any questions relative to this matter, please contact [REDACTED] the Career Management Officer, DDA, on extension 4142.

25X1A

/s/ Michael J. Malanick

Michael J. Malanick

25X1A

cc: [REDACTED]

tribution:

rig - Addressee

1 - DDA subj

1 - DDA chrono

1 - DDA/CMO

1 - MJM chrono

MO/ [REDACTED] Approved For Release 2001/07/12 : CIA-RDP81-00142R000400060004-1

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E2 IMPDET CL BY 004171



DD/A Registry  
File Personnel-1

DD/A 78-2600

5 JUL 1978

MEMORANDUM FOR: Director of Logistics

FROM : Michael J. Malanick  
Associate Deputy Director for Administration

25X1A SUBJECT : [REDACTED] Participation in the  
Senior Rotation Program (C)

25X1A 1. (C) [REDACTED] will be completing his  
assignment to the Office of Data Processing as a participant  
in this Directorate's Senior Rotation Program in September  
1978.

25X1A 2. (C) At the Office Directors' Conference this past  
April, we discussed the need for proper and challenging  
assignments for these officers when they returned to their  
home offices upon completion of their tour of duty in the  
Program. It is requested that you notify me by 15 August  
of your reassignment plans for [REDACTED] when he returns  
to your Office. Please be specific and give the title and  
grade of position as well as detailed information including the  
description of duties and how his past experience with the  
Office of Data Processing will be utilized.

25X1A 3. (C) If you have any questions relative to this matter,  
please contact [REDACTED] the Career Management Officer,  
DDA, on extension 4142.

/s/ Michael J. Malanick

Michael J. Malanick

Distribution:

Orig - Addressee  
① - DDA subj  
1 - DDA chrono  
1 - DDA/CMO  
1 - MJM chrono

CMO/DDA: [REDACTED]:pao (3 July 78) 25X1A

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SECRET

### OFFICIAL ROUTING SLIP

25X1A

TO	NAME AND ADDRESS	DATE	INITIALS
1	[REDACTED]	3 JUL 1978	[Signature]
2			
3	Mr. Malanick [REDACTED]	5 JUL 1978	[Signature]
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE

25X1A

#### Remarks:

Attached is the first memo to the Offices on the Senior Rotation Program. As we previously discussed we will send these memos out about 60 days before the participant returns to his home office. OF will not get a letter since [REDACTED] is on ESL; OP will not get a letter since [REDACTED] is now assigned to MAS and will be returning later this summer; and [REDACTED] (the MGer) in the Program is now assigned to OS as DC/Admin Staff.

25X1A

25X1A

25X1A

25X1A

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

7/3/78

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